

## REQUEST FOR JUDICIAL ADMINISTRATIVE RECORDS

## INSTRUCTIONS & GUIDANCE

Please complete the fields on the request form to the best of your ability. Be as specific as possible. Feel free to setuch additional sheets of paper or information as uccessary. If you require assistance is completing the forms, please feel free to contact us using the contact information provided on the sequent form.

Some helpful tips in formulating a formed and effective request that reasonably describes an identifiable judicial administrative record or croomly and properly clarifies the nature of your request, provinced to California Rules of Court (CRC), vice [0.500(q/s/tQD) and 10.500(q/s/tQD) and 10.500(q/s/tQD)

- Read CKC rule 10.500 and the information on our website at http://www.courte.co.gov/house.htm.
- Whether the requested records will be used for your or someone clae's trade, profit, or commercial interest.
  - Avoiding an overly broad request.
     Secritiving the come of recents you are seeking and/or describing the underlying reason.
- for your request?

  5. What time-frame you are interested in for the records you are seeking? For example.
- records of X and Y, for January 1, 2015 to Present.

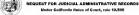
  6. What specific types of records you are stocking (e.g. electronic name: geneils lister, etc.)
  - what specifie types of records you are solding (e.g. electronic, paper, emints, nates, or or vendor contracts, nonconfidential employee secords, Judicial Council program factsheets, logislative reports, etc.).

While you are not required to complete the "name", "togenization", "indices," "zip code", "indepense number", or "email address" fields, we strongly recommend that you do so. Faithure to do so could really it delay processing your repeats. Additionally, deing so will allow us to counter you if we require distribution of your request. If we require clarification but are unable to counter you your require may be closed for lack of a seponts.

## DO NOT USE THIS FORM IF YOU ARE SEEKING-

- Divorce records
- Court case records (e.g. optnions, briefs, consplaints, filings)
- Criminal background information or history
   Truffic risker and other truffic violations, or maistance with a truffic issue.
- Jury service information or assistance
   Probate-related records, wills, estates, as well as birth and death certificates
  - Name change records
     Legal advise or againtance
  - Complaints against a judicial officer or court employee

Instead, please refus to our website at <a href="http://www.counts.cn.gov/publicrecords.htm">http://www.counts.cn.gov/pe-index.htm</a>, and <a href="http://www.counts.cn.gov/pe-index.htm">http://www.counts.cn.gov/pe-index.htm</a>, and <a hre



Name	
Organization	
Address (include city and state)	
Zip Code	
Telephone Number & Email Address	
	rmation Requested assible. Attack additional sheets of paper as necessary.

Will the requested records be used to further your or someone else's commercial, trade, or profit interest? If so, fees may be reasonably calculated to cover direct costs of duplication or production

of records.

NO.

YES

SURMIT THIS FORM

Public Access to Judicial Administrative Records Legal Services 455 Golden Gate Avenue San Francisco, California 94102.

2) By E-math PAJAR@ind.ca.ong

Have you recently requested these materials from

someone at the Judicial Council of California or a

court? This information will help us more quickly

YES Judicial Council Courts Name of person & Date of request:

answer your request.

NO